

DNRC Renewable Resource Grant and Loan Program Capacity Grant Application Guidance

Contact Information:

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| Lindsay Volpe | 444-9766 | lvolpe@mt.gov |
| Pam Smith | 444-6839 | pamsmith@mt.gov |

RRGL Capacity Grant Purpose:

The Montana Legislature established the Renewable Resource Grant and Loan (RRGL) program to fund activities which conserve, manage, develop, and preserve Montana's Renewable Resources. The purpose of **RRGL Capacity Grant** is to support conservation districts and watershed groups to build their capabilities, knowledge, and resources in order to fulfill their mission. It involves development of an organization's core capabilities such as staff and board leadership, financial management, fundraising, assessments of resource issues, development of self sustaining education or outreach project or program, use of technology, and evaluation. The purpose of this grant program is not to fund long-term, ongoing projects, but to enhance an organizations ability to meet its future goals on its own.

Please call the DNRC if you have questions on activity or expense eligibility

Eligible Activities

- Group Development
- Program Development
- Training
- Events and Programming
- Financial Management
- Planning
- Outreach and Communications
- Other

Eligible Expenses

- Capacity activity specific wages or salaries for labor, including watershed coordinator
- Capacity activity specific materials and supplies
- Equipment rental
- Equipment purchase (owned by applicant)
- Postage
- Transportation
- Contracted Services

Ineligible Activities

- Ongoing operating expenses, such as office supplies
- Meals
- Political advocacy or litigation
- Land or property acquisition

Applicant Eligibility

Eligible applicants include **Montana conservation districts (CD) and watershed groups that work through a CD**. If a watershed group is applying, it must use a CD as its fiscal agent and a district supervisor must be actively involved in the effort. DNRC will consider the use of an alternative fiscal agent if this arrangement is untenable. Examples of an alternative fiscal agent might include the county, or some other appropriate public entity. The alternative fiscal agent and the reasons for the alternative arrangement must be explained in the application. Two or more CDs may apply for one capacity grant if there is an activity that is common to both. Funding limits apply.

Application Evaluation

A committee will be established to review and rank all grant applications. Applications will be evaluated by the following criteria:

- A description of the activity purpose and the effectiveness of increasing the long term capacity of an organization;
- A clear budget supporting the capacity activity;
- Organizations financial need;
- Availability of match funding;
- Urgency of the proposed activity;
- CD commitment to the capacity activity;
- How the capacity activity will support the mission of the sponsoring CD and how the activity will support the mission of the RRGL program.

Application

Grant applications will be accepted starting May 20, 2013. Applications must be submitted through www.fundingmt.gov by close of business day (5pm) June 28, 2013. Grants will be awarded by July 15th, 2013. If the capacity grant program funds are not fully expended during this time period, an additional grant round will be announce by the third quarter of 2013.

A total of \$200,000 will be available for capacity grants on a biennial basis. Grants will be available up to \$10,000 per year for a capacity activity, depending on the availability of funds and the amount of applications received. Please apply for **ONLY** the amount of money you need to complete the activity. As an example, do not apply for \$10,000 for a workshop for 10 people.

If the grant is awarded for a two year period, after the first year, DNRC will require a report on the status of the capacity activity. If the applicant can demonstrate successful performance, the conservation district will be eligible for up to \$10,000 if needed for the same activity the second year. If successful performance cannot be demonstrated after the first year, the capacity grant will not be renewed for the second year.

No more than \$20,000 will be available per organization in a five year period. No match funding will be required but will be considered in application evaluation. Grant administration is limited to no more than 5% of total grant. Two letters of support are required from elected officials other than the CD board.

Grant Award

Upon award of a capacity grant, the applicant must enter into a grant agreement with the DNRC. The agreement will not be effective until signed and dated by representatives of DNRC and the applicant. Expenses incurred before the grant agreement becomes effective cannot be reimbursed.

**DNRC Renewable Resource Grant and Loan Program
Capacity Grant Application**

A. Applicant Information

Name of Conservation District:

Name of Watershed Group:

Location: County: _____

Latitude/Longitude : _____

State Senate District: _____ **State House District:** _____

Authorized Representative (CD):

Mailing Address:

Phone No:

Email Address:

Primary Contact:

Mailing Address:

Phone No:

Email Address:

Primary Contact (Watershed Group)

Mailing Address:

Phone No:

Email Address:

Requested Grant Amount:

\$ _____

B. Capacity Grant Application Description

Activity Title: _____

Please Answer the Following Questions

1. How will the proposed activity increase your group's capacity?
2. Describe how the success of the capacity activity will be monitored.
3. Provide a clear description of the following related to your proposed capacity grant activity:
 - a. Describe the proposed capacity activity's goals and objectives.
 - b. Describe the proposed capacity activity's benefits.
 - c. Describe the capacity building need in your organization that your activity addresses.
 - d. How will the effectiveness of your organization increase as a result of this activity?
4. Please explain how the capacity activity will integrate the organizations strategic plan. If you do not have a strategic plan, please explain.
5. Please list the names of the individuals involved in the leadership of your CD and if applicable, your watershed group. Please describe their roles and their involvement in the capacity activity.
6. Provide a brief description of the current programs, projects, and activities of the organization.

C. Activity Schedule

Please tell us the activity timeline.

Capacity Grants must be completed within two years of the executed contract.

D. Activity Budget

Please provide a detailed budget for the capacity activity and attach your current conservation district budget sheet. Your budget for the capacity activity should include, but is not limited to: salaries (number of hours and hourly rate); contracted services (please identify); administration (**up to 5%**); communications and printing costs; per diem & travel expenses; other.

DNRC uses this information to track how grant monies leverage funds from other sources and to determine if the total planning budget can be adequately funded. Please enter the source and amount of ALL funding that may be used for completing the capacity building activity.

| Proposed Budget | | | |
|-----------------|---|--------|------------------------|
| Funding Source | Activity Item (ie salary administration, travel, contracted services) | Amount | Committed/Uncommitted* |
| | | \$ | |
| | TOTAL | \$ | |

Authorizing Statement

An authorized agent representing the applicant, usually the chief elected official, must, by his or her signature, verify that this application is authorized as presented.

I hereby declare that the information included in and all attachments to this application are true, complete, and accurate to the best of my knowledge.

I further declare that, on behalf of _____(Applicant), I am legally authorized to enter into a grant agreement with the Department of Natural Resources and Conservation to obtain funding if this application is approved. I understand that all grant funding must be authorized by the Department of Natural Resources and Conservation.

Authorized Representative

Signature: _____ **Date:** _____

Title: _____

Conservation District Representative

**Signature of Conservation District
Area Chairman:** _____

Printed Name: _____ **Date:** _____